



SOLICITATION NUMBER: 7261122R10005
ISSUANCE DATE: June 16, 2022
CLOSING DATE/TIME: July 31, 2022 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

United States Agency for International Development (USAID)
Embassy of The United States of America
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
P O Box 32481
Lusaka, Zambia

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 7261122R10005
- 2. ISSUANCE DATE:** June 17, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** July 3, 2022; 23:59 pm Lusaka
- 4. POINT OF CONTACT:** Summer Tucker, e-mail at EXOZambiaHR@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Senior HIV Care & Treatment Advisor)
- 6. SALARY/MARKET VALUE:** FSN-I2 equivalent to ZMW 790,574.34 – ZMW 1,252,048.89 per year
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration
- 8. PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS/APPLICANTS:** Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Public Trust

II. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the epidemic.

The USAID Project Management Specialist (HIV/AIDS) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of HIV/AIDS prevention, detection, care, and treatment activities. The jobholder serves as the team's senior advisor on HIV/AIDS care and treatment issues and provides leadership in identifying opportunities for USG engagement in HIV/AIDS programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HIV/AIDS programs and activities in the Health Office portfolio. The jobholder serves as the in-house subject matter expert on HIV/AIDS care and treatment and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

The jobholder will also serve as a Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) and provides senior-level programmatic and technical guidance to the planning, implementation, and monitoring of HIV/AIDS care and treatment-related programs. As a senior-level resource, the Specialist provides technical and programmatic guidance to the Health Office, other offices in the Mission, U.S. Government Agencies, the PEPFAR Coordinating Office, host country government, and other development partners in order to support a coordinated, strategic approach in HIV/AIDS care and treatment programming.

Statement of Duties to be Performed:

A. Technical and Strategic Leadership

- Serves as USAID's lead HIV/AIDS care and treatment technical officer and provides expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS care and treatment programs and interventions.
- Serves in the Inter-agency PEPFAR Clinical Services Technical Working Group and headquarters team on all aspects of clinical care and treatment for HIV/AIDS with an emphasis on antiretroviral treatment (ART) initiation, continuity of treatment, multi-month dispensing, differentiated service delivery, adherence and viral load suppression to the GRZ and to HIV/AIDS partners in Zambia.
- Provides expert-level guidance to the Mission and the GRZ Ministry of Health including senior level officials in HIV/AIDS, to contribute as a key advisor for all planning and strategic and policy issues related service delivery of high-quality, high-impact HIV/AIDS programming. This includes providing vision, strategic direction and leadership to the technical design, implementation, and monitoring of all projects/activities in the USAID/Zambia and PEPFAR Zambia portfolios as they relate to HIV/AIDS treatment initiation, retention, adherence, and viral load suppression.
- Represents USAID/Zambia and PEPFAR/Zambia at meetings with government, USG agencies (Zambia, HQ, regional), implementing partners, donors, and international and local partners related to HIV/AIDS case management, ART initiation, continuity of treatment, adherence and viral load suppression.
- Works closely with other units within the Health Office and across the Mission to optimize opportunities for cross sectoral integration and leveraging of resources across the different program components to guarantee client-centered services are prioritized and implemented across USAID/Zambia's health programming.
- Keeps current on all new developments in HIV/AIDS treatment, care and support in order to advise and/or lead the Mission and interagency teams on technical priorities and implementation approaches. The jobholder will maximize management and programmatic opportunities (as strategic and cost-effective) as appropriate for Zambia's current country context and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
- Provides technical assistance and capacity building efforts to implementing partners, including USAID/Zambia's new cohort of HIV/AIDS care and treatment local implementing partners on the best practices, recommended strategies, and innovative interventions to improve health outcomes for people living with HIV (PLHIV) receiving services through USAID/Zambia. Additionally, the jobholder will provide support and technical guidance to local implementing partners on USAID policies and protocols and provide oversight to be aligned with agency and PEPFAR rules and regulations.
- In collaboration with the other members of the Health Office, advises on the development of tools (such as dashboards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS activities. Advises on targeted analyses of HIV/AIDS data to inform program planning and implementation.

B. Project Planning, Management, Monitoring and Evaluation

- Provides program, project and activity management, assuring the continuity of current programs and guidance on initiating new activities, including project papers, scopes of work (SOWs), etc.
- Provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Participates in Mission reviews of unsolicited and other technical proposals in the area of HIV/AIDS care and treatment by potential grantees, in order to ensure that proposals are technically sound, realistic, and meet the requirements and needs of USAID, the USG, and serviced communities; prepares authorization documents for signature; provides administrative approval of advances and payments; tracks all disbursements to IPs and other implementers; and prepares and amends GLAAS documentation, Action Memoranda, SOWs, proposed budgets, and other requirements for assigned programs, projects, and activities in a timely and efficient manner, consistent with USAID regulations and policies.
- Supports country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.

Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.

- Ensures that implementing partners abide by their reporting requirements, including compliance with MER guidance or other requirements set by the Mission and/or S/GAC, quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive guidance to other technical and support staff in the HIV/AIDS office as necessary.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program. Conducts field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Maintains a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for at least one or more of USAID Zambia's new HIV/AIDS service delivery awards, managing a minimum estimated amount of \$95 million in project activity funds through a local implementing partner. Management oversight includes tasks such as but not limited to review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
- In collaboration with other Health Office staff, initiates and coordinates targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.
- Participates in and ensures the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

C. Representation and Reporting

- Represents USAID and PEPFAR Zambia at designated national, regional and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials and other social sector donors, government officials, and IPs.
- Represents USAID on designated PEPFAR Zambia inter-agency technical teams and working groups.
- Serves as chair or rotating chair on PEPFAR inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency care and treatment activities in Zambia.
- Establishes strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV care and treatment interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
- As a member of the PEPFAR Team, responds flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
- Prepares ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Organizes site visits and prepares orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
- Conducts data and trend analysis and provides technical recommendations to improve the performance of the HIV/AIDS programs at both site and national levels.
- Provides leadership on HIV/AIDS care and treatment programming and contributes to the development of the annual PEPFAR Country Operational Plan (COP) and ensures strong monitoring and oversight of the care and treatment portfolio through the quarterly PEPFAR Oversight and Accountability Review (POART), Semi Annual Performance Report (SAPR), and Annual Performance Report (APR).
- Prepares information sheets, presentations, and other documents about US government funded HIV care and treatment programs. Drafts briefing materials, progress reports, memoranda, and other Front Office communications materials as needed. Identifies and submits success stories, best practices, and images to be highlighted by USAID media.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: A minimum of a medical (clinical) degree (MD/MBBS) is required.

B. Prior Work Experience: A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work in Africa are required. Experience developing, implementing, and evaluating HIV/AIDS treatment or other public health programs that involved coordination with an international agency or implementing partner is required. Experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, the UN agencies, or national-level public sector projects.

C. Post Entry Training: On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal COR/AOR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.

D. Language Proficiency: Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.

E. Job Knowledge: Extensive knowledge of multi-sectoral HIV/AIDS approaches and interventions, as well as the host country context including priorities and challenges, funding of the epidemic and the key stakeholders engaged in the response is required. Thorough knowledge of the host-country's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS, including current trends and directions. The jobholder is expected to have an in-depth understanding of US Government foreign assistance to the host-country government and familiarity with central aspects of U.S. Government policy in the host country. Working knowledge of USG and USAID's strategic direction, its chief accomplishments and its challenges.

F. Skills and Abilities: The jobholder must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. The jobholder must have the ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. The jobholder must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

G. Supervision Received: The USAID Project Management Specialist (Senior HIV/AIDS Care and Treatment Advisor) will report to the HIV/TB Division Chief. Most assignments are self-generated and occur in the normal course of work and the jobholder exercises independence in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

H. Supervision Exercised: The USAID Project Management Specialist (HIV/AIDS) will not have supervisory responsibilities

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Evaluation Factors (40 points)

- Work Experience: 10 points
- Knowledge: 10 points
- Skills and Abilities: 20 points

Interview Performance (40 points)

Writing Evaluation (20 points)

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER/APPLICATION

1. Eligible Offerors/Applicants are required to complete and submit:
 - i. A formal Offer/application letter or cover letter.
 - ii. A current CV.
 - iii. Copy of all degrees.
 - iv. A fully complete application form [AID 309-2](#) (Offeror Information for Personal Services Contracts with Individuals), available online at https://www.usaid.gov/sites/default/files/documents/FORM_AID_309-2_OMB_corrected_1.pdf
 - v. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror/Applications submissions must clearly reference the Solicitation number in the subject line of the email and submitted documents. Submit your offer/application materials to: exozambiahr@usaid.gov

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
A PSC is normally authorized benefits in accordance with the Local Compensation Plan.
2. **ALLOWANCES** (as applicable):
A PSC is normally authorized allowances in accordance with the Local Compensation Plan.

VI. TAXES

A PSC is responsible for calculating and paying local income taxes. USAID/Zambia does not withhold or make local income tax payments.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page** form **AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--